

# Ohio Department of Youth Services

## Youth and Family Handbook

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CIRCLEVILLE JUVENILE CORRECTIONAL FACILITY

STEPHEN HUFFMAN, SUPERINTENDENT

# Introduction

This handbook contains information you will need to know during your stay at the Ohio Department of Youth Services (DYS), so read it carefully.

Staff members can:

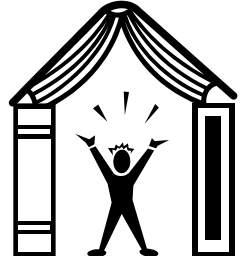
- answer any questions you have after reading this
- assist if you need the information translated into another language
- assist if you do not understand the material

It is the goal that by the end of this handbook/training session you will have a full understanding of what DHS has to offer as well as the expectations we set for you.

The rules, regulations and programming are here for your benefit and safety, and we will help you in taking full advantage of the treatment offered here.

## A message from the Superintendent-Mr. Huffman

*Welcome to the Department of Youth Services. It is our hope that you see this day as the first day of making better choices for the rest of your life. Your community has asked us to help you in developing, understanding, and making better choices.*



*The Ohio Department of Youth Services believes in you and now needs you to believe in yourself and commit to a life of better choices and positive self-change. You have to understand that you will not be alone in this journey. Circleville Juvenile Correctional Facility (CJCF) has great staff, great programming, and great treatment, but it will be you that has to ask yourself, "Is this the day I will take advantage of what is in front of me and change my life forever?"*

*There are sections in this handbook that will cover what will happen (extra time) if you choose to continue to make wrong choices, but at this time you are at "day one" and have taken the first step in making a change for yourself and your community.*

*We are here to guide, teach, listen and encourage you. Your past is just that-"your past" -and we believe that you can do better. We will provide a safe environment during your stay at CJCF. In return, trust in yourself and that the programs and services offered here will help you.*

*Know that you can do this. My staff and I will do everything to lead you down the right path, which is all about making the right choices.*

## Mission and Vision Statements



### **Mission Statement**

The mission of the Ohio Department of Youth Services is to improve Ohio's future by habilitating youth and empowering families and communities.

### **Vision**

The vision of the Ohio Department of Youth Services is a safer Ohio: one youth, one family, and one community at a time.

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# Intake

*During your first few days here, you will go through some typical procedures.*

You will receive:

- bedding
- clothing
- identification wristband that must be worn at all times

You will meet with:

- medical staff to do a medical exam/interview
- education staff
- facility Chaplain
  - share with these professionals any related needs
- Unit Manager, Case Manager and Unit Youth Specialist, who will:
  - explain the rules, procedures and expectations
  - explain how to use the services that are available to you

A "Parent Packet" will be sent to your guardian providing them with:

- letters from the Superintendent and Health Services Administrator
- Medical History request
- permission slip allowing you to participate in religious programs
- directions to the institution
- visitation times
- Youth Grievance Process
- contact information at the facility
- an example of your daily schedule
- summary of services offered and available to you

# Release Process

*Your goal is to be released. Let's talk about it right now, so you will know exactly what to expect and what is expected of you in order to make sure that you get out of here as soon as possible.*

## **Length of Stay**

By the time you come to DYS, you already have a minimum sentence expiration date (MSED). Usually the MSED is 6 months or 1 year, including your detention credit. It is the judge who gets to decide the earliest date that you could be released.

Your judge is the only one who can let you out of DYS on or before the original date that he gave for your release (your MSED).

If your judge does not let you out early, then the Release Authority will complete a review before you go back into the community.

- They will look at:
  - behavior while in the facility
  - treatment programs that you participated in
  - whether you are a threat to the safety of the public
  - your reentry goals/release expectations
    - part of your reentry plan, which identifies what the court and Release Authority expect you to do while in DYS to prepare for going back to the community



Depending on what they find, the Release Authority will either approve your release or deny your release (which means that you would have to stay in the facility longer).

You can be kept in the institution until age 21 if you have not completed needed treatment or you continue to be a threat to public safety.

### **Judicial Release Request**

If your MSED is 6 months, your first half would be 3 months; if your MSED is 1 year, your first half would be 6 months.



During the first half of your minimum commitment:

- you may ask for a judicial release 2 times (this means you can formally ask your judge to let you out of DYS early)
- If your first request is denied, you must wait 30 days (from when you first asked for judicial release) to ask a second time
- If your request is granted (aka, you get released early), you will be released to Juvenile Court Probation

During the second half of your minimum commitment:

- you may ask for a judicial release every 90 days
- If your request is given, you will be released to DYS Parole

If you are held past your minimum commitment (so, longer than the 6 months or 1 year that the judge gave you):

- you may ask for a judicial release (asking the judge to let you out of DYS) every 90 days
- If your request is given, you will be released to DYS parole, unless the court wants you on Juvenile Court Probation

If your sentence includes any gun or other specifications (special conditions):

- you must serve one year before you ask for a judicial release
  - After one year, you may ask for a release every 90 days

### **Release Authority/Reviews**

DYS staff in the Release Authority will complete a reentry plan for you with release goals that are to be worked on during your time in DYS.

These goals are meant to help you be more successful when you return to the community.

You will participate in the review of your reentry plan. Also, you will receive a copy of your plan and review schedule and a copy will be sent to your guardian.

### **Types of Reviews**

Reentry Plans: Goals set for you to work on based on court requirements, your crime and treatment assessments (tests).

Expedited Release Reviews: Some youth are approved for release on their MSED without a release review panel. This happens soon after the reentry plan is done and it is sure that the release review panel is not needed.

Long Term Youth Progress Reviews: A progress review happens every 6 months for youth with at least a 1 year sentence. It will be done by a Release Authority rep, staff members, and you. They check on your progress and to be sure you are receiving the right programming. Your family may join in person, by phone, or webcam with your Parole Officer. The results are mailed to your parent/guardian and judge.



Release Reviews: These reviews will be completed at least 30 days before your expected release date to decide if you are ready for release based on program progress, behavior, public safety, and information and opinions from the court and victim (if s/he chooses to provide information). Your family may join in person, by phone, or webcam with your Parole Officer.

Special Reviews: These reviews can happen if you are doing well (which leads to an early release) or are doing badly (which means staying longer).

Discharge Reviews: These reviews happen after you have been released from the facility. They decide when you are ready to be released from parole.

## **Office of Victims' Services**

The Office of Victims' Services (OVS) is part of the Release Authority.

By law, all victims of crime have certain rights. These rights include:

- giving information on how the crime you committed hurt their lives
- being told when your release and discharge reviews are
- when you will be released and discharged

The Office of Victims' Services is responsible for making sure your victim knows his or her rights and that those rights are honored.

It is possible that your release or discharge could be delayed in order to give your victim the right to provide information.

Victims may also ask to speak with their offender.

- This is through a program called Victim Offender Dialogue which is overseen by the Office of Victims' Services.

Under Ohio law, all victims of felony levels 1-3 crimes are automatically given these rights, unless they say that they do not want to be told the above listed information (when you are released, etc.).

Victims of felony levels 4-5 crimes must say that they want this information.

- If they do not say so, they are not automatically told about the details of your reviews and discharge.

## Release from DYS

The Release Authority will have a panel reviews hearing to check on your progress and behavior.

- You cannot appeal intervention time at the panel review.

They decide if you are prepared for release by getting information from:

- the court
- your institution
- your parent or guardian
- your parole officer
- possibly the Office of Victim Services

Things that could stop you from getting out of DYS as early as possible:

- If you break the rules and have an intervention hearing and the Superintendent recommends intervention time
- If the Court orders treatment that you fail to successfully complete

If you disagree with the decision of the Release Authority and you have received 31 or more days added to your time, you can file an appeal.

- Your appeal must be completed and sent to the Office of Legal Services within 7 days.
- You can appeal for the following reasons:
  - Missing or wrong information used to make the decision
  - Required treatment was unavailable to you or can be safely provided on parole

- DYS did not follow the rules
- You have information that makes the decision unfair
- Your Case Manager can help you complete the appeal forms.



# Your Rights

*During your stay at DYS, there are certain things that are your rights to receive or avoid. This section goes over those different rights so you will know that you are being treated with respect.*

You have the right not to be discriminated against because of race, color, sex, sexual orientation, language, religion, political or other opinions, national or social origin, social class, or physical handicap. There is equal access to programs and services for all youth.

You have the right to:

- be provided with the necessities of life (clothing, shelter and food)
- express your ideas and opinions
  - This does not mean you can verbally abuse another individual.
- be protected from acts or threats of harm or mistreatment from peers or staff
  - Corporal (physical) punishment is not allowed
- access medical and dental care
- hold any religious belief and to attend institutional religious service
  - This is subject to the security and rehabilitative needs outlined in Ohio Department of Youth Services Policy.
- access courts and authorized representatives

## **Right to be Free from Sexual Abuse/Assault/Harassment**

DYS has zero tolerance for sexual abuse/assault/harassment.

You have the right to:

- be free from sexual abuse/assault/harassment
- be free from getting hurt for reporting incidents

If you or someone you know is sexually abused/assaulted/harassed, you need to report it to a staff member immediately.

- This will make sure that you and others are safe from harm.

If any youth or staff member is sexually abusive/assaultive/harassing, DYS will investigate the allegation (possible abuse).

- The investigation will follow laws and rules that hold the person accountable (responsible for what they did).

If you sexually abuse/assault/harass someone, we will investigate the incident and seek criminal charges.

- If you are found guilty, you could face more time in DYS custody or be placed in an adult correctional facility.

If you have trouble controlling yourself, please talk to someone.



If you need to report sexual abuse/assault/harassment you can:

- Talk to or send a note to any of the following:
  - Unit Manager
  - Case Manager
  - Youth Specialist
  - Chaplain
  - Psychology staff
  - Teacher
  - Nurse
  - Other staff members at your facility
- File a grievance and put it in the locked grievance box on your unit
- Call the Legal Assistance Program (LAP) collect at:  
1-614-466-5394
- Call **DYS Toll-Free Tip Line 397-847 (DYS TIP)**, which is a direct line to Central Office to report any safety issues, including any matters related to sexual misconduct.

To avoid being sexually abused/assaulted/harassed:

- Always avoid being isolated away from the main group
- Position yourself in plain view
  - Incidents happen more when a youth is alone with someone.
- Be aware of situations that make you uncomfortable
- Trust your feelings. If it feels wrong, tell a trusted staff member
- Do not be afraid to say "NO" or "STOP IT NOW"
- Avoid talking about sex or being partly dressed
  - These things may be considered a "come on"
- Do not accept commissary items (goods) or other gifts

- This leads to the belief that you will give sexual favors
- Avoid secluded areas

If you are sexually abused/assaulted/harassed in any way:

- Report the incident to staff immediately
- Request to see the nurse for immediate medical attention
- Do not shower, brush your teeth, use the restroom, or change your clothes in order to preserve evidence

If you witness or are sexually abused/assaulted/harassed but do not want to talk to your unit staff, you can:

- fill out a grievance
- request to see:
  - the Chaplain
  - Youth Advocate
  - Victim Support Staff

If you are sexually abused/assaulted, you can also request that a Victim Support Staff person go with you to the hospital.

Please know:

- Sexual abuse/assault/harassment has nothing to do with sexual orientation.
- Becoming aroused during an incident does not mean that you said yes
  - These are normal reactions that are out of your control.
- All sexual contact between staff and youth is against the law

As part of your orientation, you will receive a separate Youth Safety Guide which tells you how to:

- Be safe in DYS facilities
- Get help if you are sexually abused/assaulted/harassed
- Report if you are sexually abused/assaulted/harassed
- Define sexual abuse, sexual assault, and sexual harassment
- Contact Rape Crisis and Victim Advocacy Organizations

If you have any additional questions, please discuss them with:

- your assigned Case Manager
- Psychology staff
- Unit Manager
- Program Deputy
- Social Work Supervisor
- Psychology Supervisor
- Superintendent

### **Right to Grieve Concerns**

If you do not want to talk with staff, you have the right to file a grievance.

The Youth Grievance Coordinator can help you writing grievances.

- Let the Grievance Coordinator, Unit Manager or unit staff know if you cannot find the grievance forms

You may grieve any harmful or unjust:

- action
- incident

- living condition
- dispute
- policy or practice

The following cannot be addressed through the Grievance Process:

- Court matters
- release decisions
- Intervention Hearing results and discipline

While at CJCF and again upon arrival at your assigned facility, you will:

- receive grievance orientation
- view a video about the grievance process
- be given a copy of the Youth Grievance Handbook
- sign that you received the Youth Grievance Handbook
- sign a Letter of Understanding regarding orientation
  - A copy of that receipt will be placed in your original file

Sometimes you may file a grievance that needs to be investigated

- you will receive a letter from Administration telling you what happened as a result of the investigation

## **Right to Accommodations**

The Department of Youth Services, (DYS), supports youth with disabilities.

If you have a disability, you have the right to receive education services, equipment, facility needs and any other support you may need while in DYS.



DYS staff will:

- not tolerate or ignore discriminatory (unfair) comments and/or treatment of disabled youths and/or staff within the facility
- treat youth or staff with disabilities with respect, courtesy
- offer assistance when requested or required
- provide youth with disabilities with the same programming opportunities as any youth
- provide accommodations to make sure that youth are able to participate in all programming

If you have not been given the opportunity to participate in any portion of programming at this facility, (e.g. education, recreation, meal service), due to a physical disability, please report this to your Unit Manager or the Social Work Supervisor.

- Both of these staff members have been trained to address any issues regarding youth with disabilities
- If your issue is still not properly resolved, you may write a grievance regarding the issue to ensure further follow-up and resolution

## **Right to an Account**

You have the right to purchase commissary (acceptable goods). You will have a money account set up for this purpose.



If you have no money in your account, a small monthly allowance may be provided.

You are not permitted to have any currency, coins, checks, or any type of money in your possession.

When a money order is received through the mail or visitation, it will be placed into your account.

- A receipt will then be issued to tell you how much money has been credited to your account.

## **Right to Receive and Send Mail**

The facility will provide each youth with sufficient postage to mail two letters each week. You have the right to mail additional letters at your own expense.

You are not permitted to receive gang-related or sexually oriented material in the mail. Also, you may not have contact with youth who are at other DYS facilities or on parole.

If money is sent to you, it will be placed in your commissary account and you will be provided with a receipt. DYS institutions do not accept personal checks. Only money orders can be accepted.



In order to be mailed out, all mail must have:

- your name
- the return address
- the proper mailing address
- absolutely no other writing on it

If needed, it may be opened by staff to identify the sender, so that it may be returned to you. The only acceptable return address is:

**YOUR FULL NAME, UNIT NAME & DYS #**

Facility Name  
Facility Address

FAMILY MEMBER/FRIEND'S FULL NAME  
STREET ADDRESS & APARTMENT NUMBER  
P.O. BOX (IF NEEDED)  
CITY, STATE, ZIP CODE

## **Right to Phone Calls**

You have the right to make supervised collect telephone calls. Time limits for telephone calls are set at 15 minutes.

Additional attempts may be given based on your progress in the PRIDE level system.

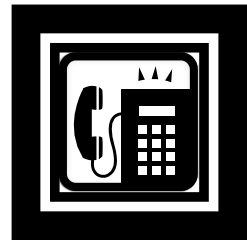
\*Effective November 1, 2017, telephone calls are subject to recording. In



order to continue to boost the safety and security for all youth and staff at our facilities, all telephone calls made by youth will be recorded. This step provides a way to prevent misconduct and expand available information when investigations are necessary. Recorded conversations are only accessed by the Director or designee, Superintendent, the Facility Investigator, a Chief Inspector's Office Investigator or Connect Network Global Tel (GTL) Analyst, by request of the Chief Inspector's Office, when some kind of safety concern is raised.

Each facility uses a PIN system to track youth phone calls.

You will be assigned an individual number which you will use during the call connecting procedure.



- You are only to use your number when making calls.
- Attempted use of any other number is a violation of rules and could result in disciplinary action.

You are not permitted to receive incoming calls.

If there is an emergency call, a staff member will forward it to Administrative Staff and you will be notified accordingly.

### **Right to a Youth Advocate**

You have the right to have a youth advocate present to assist you in the Intervention Hearing Process if you are charged with a severe or high rule violation, and receive a Hearing Notice.

A youth advocate is someone who will:

- explain/review charges against you
- explain possible sanctions
- be present with you at your Intervention Hearing
- make sure that the process is fair
- make sure that you are heard at the hearing



The advocate is not there to:

- get you out of trouble
- act as your lawyer

He or she wants to help you take responsibility and to learn from your mistakes through better decision making.

The youth advocate can also assist you in appealing an IH decision.

## **Right to the Legal Assistance Program**

You have the right to legal assistance within DYS. The Legal Assistance Program (LAP) provides this service.

Please use the program anytime you have problems with:

- DYS Staff
- other youth
- getting medical and/or dental care
- your education
- conditions of lock-up
  - any legal violations



- determining how much detention credit should be applied to your time

The Legal Assistance Program does not provide help for:

- criminal appeal
- judicial release from DYS
  - Instead, your attorney or public defender will help you

You will watch a video on the LAP process while at Reception.

There are posters and forms on your unit regarding the LAP process and how to request to speak to a LAP attorney

- Tell the Unit Manager if you cannot find any of the forms

Call 1-614-466-5394 if you have any questions about the LAP.

## **Right to Visitation**

You have the right to have family visit during accepted times.

You should receive a visitation schedule along with this orientation book.



Staff will be available to talk with your family in order to answer any questions they might have.

If you have a child, we encourage your child and the additional parent to visit.

Please work with your case manager to make sure this happens.

Visitation may be terminated (ended) or denied whenever it becomes dangerous to the safety and security of the institution or the well-being of youth or staff.

It is possible to earn extra visits through good behavior.

### **Right to Telephone Access to your Attorney**

You have the right to speak with an attorney (person who helps you defend yourself) by phone.



- This request will be granted within 24 hours.
- If your request is denied, we will tell your attorney you would like to speak with them.

All youth have the right to confidential (unrecorded and unmonitored) communications with their attorney.

# Services

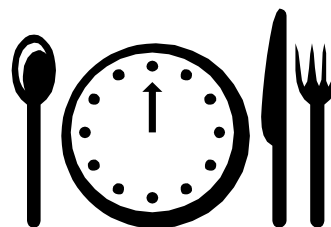
*While here, we provide services to meet your basic needs. These are outlined below.*

## Food Service

Meals are prepared and served cafeteria-style. Please make sure that you eat enough to stay healthy and keep growing.

The food service department provides:

- breakfast
- lunch
- dinner
- evening snacks



Youth all go to the cafeteria for meals unless they are on some type of restriction.

If you have personal safety concerns regarding going to the cafeteria, then you need to immediately let staff know.

- Staff will work with you to develop a safety plan.

Special menus are allowed for medical or religious reasons, if approved by the Doctor or the Chaplain.

It is not acceptable to take someone else's food. If someone takes or tries to take your food, tell staff immediately.

## **Recreation Services**

The recreation department provides a program designed to promote behavioral/attitude change.

DYS hopes to help you improve your self-image through:

- athletics
- sports
- leisure games
- crafts
- other supportive activities



You are required to attempt all available activities.

You will receive, at least, one hour of Recreation daily.

Team sports are offered on a seasonal basis.

- In some of these sports, you will participate in interscholastic competition (meaning different units will compete against each other) or travel to other facilities to compete.

## **Medical & Dental Services**

While in an institution, you will receive medical/dental treatment.

When you first arrive, you will:

- be seen by a nurse

- receive a welcome letter with additional instructions on how to access medical and dental care
- be introduced to the Medical Department where your medical records, dental records, and need for medication will be reviewed
  - You need to tell the nurse if you have any medical problems.

Units have a Health Call Form available 24/7 allowing you health care access

- If you have a medical/dental issue, you must sign up for a health call
- Write your first and last name and your DYS number on the list, as well as your health concerns before you hand in the form
- Health Call occurs daily
- Confidential HIV/STD counseling and testing are available



If you have mouth pain or a dental emergency, tell your staff immediately.

- Your staff will contact the nurse

In an emergency, you will go to a local hospital and your family will be called.

Cleanings/fluoride treatment/necessary x-rays are done every 6 months

- This will be scheduled by the dental department.
- The dentist will schedule and determine any necessary treatment.

Doctor clinics are held once a week to provide annual physical exams and to

evaluate and treat any illnesses and minor injuries.

If you need glasses, you will be tested by an optometrist (eye doctor) at the next scheduled eye clinic. Glasses may be replaced or ordered. Contacts are not allowed in any of the facilities.

## **Education Services**

Each DYS school is fully accredited by the State Department of Education (this means that when you leave here, all your credits will count, and if you graduate while here, you will be given a true high school diploma). Each school maintains an Educational Placement Committee that meets with every new student after all testing is completed. The committee works with you to determine what classes you should take as well as what your future in education looks like. Each school has 2 graduation ceremonies per year.

We offer a full range of programs including

- English
- math
- science
- social studies
- special education
- health and P.E.
- art
- vocational classes, such as:
  - Nursery and Greenhouse Management
  - Advanced Office Technology
  - Auto Mechanics

Although we encourage all students to earn a true high school diploma, DYS does offer a full GED program if earning a diploma is not possible.



The following expectations apply to you while in the school:

- Observe all general rules and dress code regulations
- Avoid running in the hallways and walk in the specified direction as indicated
- Be on time for all of your classes
- Know and follow the rules set in each class
- Hall movements are to be made quietly
- You are not to enter into classes you are not scheduled for
- Avoid bringing letters/pictures to school
- Avoid slamming classroom doors
- No items are to be removed from the school area
- Respect all electronic appliances



## **Behavioral Health Services**

### Mental Health Services

It is our job to make sure that you are safe both physically and emotionally. We will work with you from reception until you are released back to your community to help deal with your concerns.

Please ask to talk to someone if you are ever feeling:

- sad
- afraid
- lonely
- worried

Anytime you want to talk to someone in private about something that is bothering you, you can complete a "Request for Services" form, which is located on the unit.

A trained behavioral health care staff will talk to you and give you ideas of what you can do to deal with the feelings that you are having.

If at any time you are feeling so bad that you think you might want to hurt yourself or someone else, tell any staff member on the unit and they will get someone to talk to you immediately.

### Programming Services

You will have access to individual and group services while you are here. You will also have meetings with youth specialists and your Case Manager.

- The purpose of these meetings is to
  - help you learn, cope, and grow as a person
  - make sure you are receiving all the services you need
  - prepare for release (future employment, education, placement, etc.)
  - help you understand if and what medicines you may need
  - help you complete your treatment plan
    - called the Integrated Treatment Plan (ITP)
    - addresses your specific needs
    - developed by a behavioral health staff member with input from you, your family, and the interdisciplinary team (IDT)
    - followed by you, your family, and all IDT members

Programming topics include:

- Managing Anger & Violence (MAV)
- Basic Cognitive Behavioral Therapy (CBT)



- Alcohol & Drug Treatment
- Sex Offender Treatment
- Anger Management
- Thinking for a Change
- Trauma Group
- Victim Awareness
- Advanced CBT

The programming that you are a part of will depend on your treatment goals.

Programming is more than just a way to complete your release requirements.

- If you do not feel that your programming is right, please talk to:
  - the Unit Manager
  - the Case Manager
  - youth specialists
  - Behavioral Health Services staff member

## **Religious Services**

A full-time Chaplain is on staff to meet your religious needs. Additionally, many volunteer groups provide religious programming that you can attend.

The Chaplain will provide religious materials and appropriate holy text.

If your parent/guardian would like to send you a holy text from any outside source, it must be mailed to the Chaplain, who will make sure that you get it.

In order to provide an opportunity for home and community involvement, pastoral and family visitations are encouraged.

- The Chaplain can look into the possibility for you to receive a pastoral visit from the family minister on record.
  - A written request must be forwarded to the Chaplain from you or your parent or guardian in order for your clergy to visit.
  - Clergy visitation occurs on an appointment basis with the Chaplain present.

Every youth has the right to practice his or her religion.

- You are permitted to have the resources of your faith as long as it does not affect the safety of facility (RLUIPA-Religious Land Use & Institutionalized Persons Act)

# Order and Safety

*The number one priority during your time here is to keep you safe. In order to do that, there are certain systems that we set up and you are expected to respect.*

## **Staff Support**

Staff members are here to assist you if you feel scared, unsafe or have issues that require immediate attention.

Staff support includes:

- Unit Management Team
  - Youth Specialists
  - Case Manager
  - Unit Manager
    - Please go to these staff with questions or issues
- House Meetings
  - Weekly house meetings let youth discuss issues
  - use this time to find solutions to your problems
  - before each meeting, you can submit things to discuss
  - staff will assist you in filling out agenda items and learn problem solving skills so that issues can be resolved

If at any point, you feel pressured to join a gang or as if you are being singled out by STG (gang) members, please tell a staff member right away.

## **Positive Response Incentive Driven Environment (PRIDE)**

PRIDE is a way for you to earn a lot of good stuff by following the rules and earning your level. There are six levels. The first 3 days after Intake, you start in Orientation level. Every 30 days you are reviewed at your IDT to see if you should remain at your current level, be promoted to the next level, or drop a level,



You will be given a PRIDE Youth Handbook that explains:

- The expectations of each level
- What a Personal Responsibility Checklist Review is
- How you can buy items from the PRIDE incentive store
- What the Monthly Incentive Event is and how you can attend it
- How you lose the stuff you earned (rule violations)

Your staff will let you know when you are on track and doing well through:

- Verbal Applause
  - Ex. "good decision" or "what a clean room"
- Character Coupons
  - tickets awarded to you when you show one of the Six Pillars from Character Counts
  - The Character Coupons provide you an opportunity to be recognized for pro-social behavior
  - There will be Character Coupon Drawings where you can win prizes!

## **Security Classification**

While you are here, you will have a security level of minimum, medium or close.

This level is based on the behavior you had in the community.

- The types of security levels are:
  - Minimum - You get to do the most stuff
  - Medium - You get to do some stuff
  - Close - You get to do less stuff
- Every six months, your case manager will do a security level evaluation.
  - Your social worker will also talk to your staff to find out how you have been behaving
- Your security level may stay the same or go up if you:
  - have been getting into fights
  - are part of a gang
  - break a lot of other rules
  - get a lot of YBIRs
- Your security level may go down if you:
  - do not get into trouble
  - go to school
  - go to all of your programs

- If you follow all the rules and go to all of your programs, you can even request your social worker to do a security test early.



### **Youth Rules of Conduct (posted on each unit)**

Rules are here to make sure that you, other youth, and the staff are safe.

The Department of Youth Services has one policy that lays out the rules for all the facilities. If you break a rule, you could receive sanctions (discipline).

A staff member will go over the Youth Behavioral Incident Report (YBIR), which is written when a youth violates one of the following rules:

#### **The Severe Rule Violations are:**

- |         |                                |
|---------|--------------------------------|
| Rule #1 | Assault                        |
| Rule #2 | Escape or Attempting to Escape |
| Rule #3 | Riot/Disturbance               |
| Rule #4 | Sexual Assault                 |
| Rule #5 | Sexual Misconduct              |

#### **The High Rule Violations are:**

- |          |   |
|----------|---|
| Rule #6  | Sexual Harassment toward youth or staff                       |
| Rule #7  | Unforced Sexual Misconduct - Youth on Youth or Youth on Staff |
| Rule #8  | Creating a Health/Safety Hazard                               |
| Rule #9  | Contraband  |
| Rule #10 | Security Threat Group (STG) Activity                          |
| Rule #11 | Fighting  |
| Rule #12 | Damage or Destruction of Property                             |

#### **The Moderate Rule Violations are:**

- |          |                     |
|----------|---------------------|
| Rule #13 | Complicity          |
| Rule #14 | Offensive Conduct   |
| Rule #15 | Threatening Conduct |



Rule #16      Stealing/Possessing Stolen Goods

**The Low Rule Violations Are:**

Rule #17      Making a False Statement  
Rule #18      Misusing or Abusing Property  
Rule #19      Unauthorized Exchange of Property or Services  
Rule #20      Out of Area  
Rule #21      Horseplaying  
Rule #22      Refusing to Attend Required Programming  
Rule #23      Refusing to follow staff instructions

If you do not agree with the YBIR and consequences, either talk to your Unit Manager or write your issue on your YBIR.

### **Contraband**

Contraband are items that are not allowed in the facilities. If you are found to have any of the items, you could receive an Intervention Hearing and/or treatment team sanctions. The following list gives you an idea about what things are considered contraband at all times:

- Cords, rope, string, and wire, chains
- All metal, unless issued to the youth
- Glass of any type or form/mirrors
- Pornographic materials
- Homemade speakers or furniture
- CD, DVD, flash drives, SD cards
- Razors, scissors or cutting tool
- Anything covering lights or windows
- Empty containers
- Any items with toxic, harmful vapors
- Excessive amounts of commissary items
- Liquid Paper (white-out)



- Money in any form
- Cell phones or cell phone chargers, cameras
- Lighters, matches, steel wool or anything else used to start a fire
- Any materials taken from the school area and not approved
- Personal clothing not authorized by the State
- Medications not issued by the Medical Department
- Ace bandages not prescribed by the Medical Department
- Metal combs or rakes
- Coat Hangers
- Nail clippers
- Alcohol, illegal drugs, tobacco in any form
- Weapons of any kind
- Chewing Gum
- Gang Material

## **Youth Discipline**

Remember, you have a clean slate right now! Make it a goal to remain discipline free so you can go home on time.

If you break a moderate or low rule you will be issued a YBIR and may:

- be referred to treatment team
- be required to provide a written or verbal apology
- be required to write an assignment to address specific behavior
- be suspended one to three PRIDE privileges for up to 5 days
- not make your day

You cannot challenge YBIRs through the grievance process. If you think you did not deserve the YBIR, write your concerns on it or talk to the Unit Manager about it.

If you are charged with committing a severe or high rule violation, you may:

- be referred to treatment team
- have a hearing before an impartial (not on anyone's side) intervention hearing officer and youth advocate

If the violation is referred to the Intervention Hearing (IH),

- a hearing must occur within 7 days of the unproven violation, excluding weekends and holidays
- you will be notified at least 24 hours before your hearing
- hearings can be postponed beyond 7 days for certain circumstances

You may not grieve the results of IHs but you have the right to appeal (formally challenge) the intervention hearing results through the hearing report.

If you are charged with a severe rule violation, you will:

- have a hearing before an impartial intervention hearing officer and youth advocate
  - It will follow the same process as high rule violations

If the rule infraction is severe (Felony 1,2,3,4, or Misdemeanor), an investigation may occur.

- Depending on the results of the investigation, possible consequences could include:
  - filing of criminal charges against you
  - extending the length of your stay in DYS
  - additional sanctions are also possible

## **Acts of Violence**

Choosing to resolve conflict through violence is unacceptable. Youth who commit one of the six Acts of Violence (AOV) will immediately be placed in seclusion until they can be assessed and to determine that they no longer pose a safety risk to themselves or others.

Youth who commit an AOV will also receive an Intervention Hearing for a severe rule violation and if proven, will receive disciplinary sanctions.

A youth who gets in a fight could have an Intervention Hearing or be referred to treatment team for sanctions.

Remember for your safety and the safety of others, use your skills or seek help rather than resorting to violence.

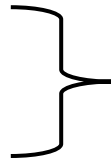
There are 6 Types of Acts of Violence (AOV)

An AOV is considered a high or severe rule violation requiring immediate confinement to ensure the safety of the juvenile, other juveniles, staff and the security of the facility. An AOV includes the following:

1. **Fighting**

A physical conflict where two or more individuals act aggressive

2. Assault on Youth
3. Assault on Staff



A physical attack on a youth/staff including but not limited to:

- spitting at or on a youth/staff
- throwing feces, blood, urine or any other substance
- beating, striking, or biting a youth/staff
- throwing any object that could cause physical harm
- making contact with youth/staff in a sexual way

4. Inciting and/or Engaging in a Riot or Disturbance
5. Sexual Assault
6. Sexual Misconduct

## DYS TIP LINE

DYS has set up a tip line to provide youth and staff a direct line to report safety issues, including those related to sexual misconduct. Understand this process does not replace the Grievance Process or Legal Assistance Program.

You have access to the tip line through the phones on each living unit to report issues or concerns. The call will go directly to DYS Central Office voicemail box that will be checked every 24 hours on business days. Please note that you will not talk to a live person.

You do not have to leave your name. If the call is to report a crime, an investigation may be conducted.



D Y S T I P  
3 9 7 8 4 7

# FYI

*There are a few more things we want to make sure that you know before you start your stay with us. In no particular order, they are...*

## Emergencies

In the unlikely event of an emergency, it is very important to listen to what the staff are telling you to do.



Staff:

- have been trained how to handle any possible emergency
- are here to keep you safe
- need you to follow their instructions during any crisis

CJCF will conduct regular fire and tornado drills to prepare you on what to do if we have a fire or if there is a tornado.

The staff will also give you direction whenever we experience bad weather.



## Commissary

DYS has an outside vendor (sort of like a store) through which you can order commissary.

Acceptable commissary includes:

- personal hygiene items
- paper
- envelopes
- stamps
- candy bars
- pop
- other items are offered

You are not permitted to lend funds or give money/items to another youth or staff. You are also not permitted to take money or items that belong to someone else.

The amount of money you may spend depends upon your PRIDE level.

## Laundry

A laundry schedule is posted at all sites.



Youth are expected to learn the days and times that laundry is collected,

Do not forget to include all assigned bedding!

## **Searches**

While you are at DYS, you are subject to searches. This includes your body, property, and rooms.



Examples of searches include:

- being patted down before you return to your unit from any other area in the institution
- being strip-searched following visitation, off-campus trips, all AWOL's, or when returned from court (if more than one day)
- routine weekly room searches for any type of contraband

If, at any time, there is a strong reason to suspect that you have inserted contraband into a body cavity (ears, mouth nose, etc.), the Nurse, Deputy Superintendent and the Medical Director in Central Office will be consulted to determine whether or not a body cavity search is necessary.

- If this search is thought appropriate, it will be done in the method that is approved by the established medical procedure.

## **Safety Plan**

A Safety Plan is created for any youth who is afraid for his or her safety. A Safety Plan gives staff directions to make sure that youth can safely participate in all programming.



Safety Plans include the following:

- Reason for plan
- Description of how youth will safely participate in all programming (e.g. recreation, education, religious services and visitation)
- Description of how youth will receive all meals & snacks
- Description of how youth is to be escorted for any off unit event
- Description of how youth is to receive Behavioral Health Services (group, social worker contact, mental health services, etc.)

Once a plan is written it becomes part of the youth's programming.



- If you are placed on a Safety Plan, you are required to follow the plan.

Youth are to direct any Safety Plan questions to their unit staff.

- The Interdisciplinary Team (IDT) reviews the plan weekly to determine if the youth needs to continue on the plan.

## **My Important Information Page (for your benefit)**

**My Name**\_\_\_\_\_

**DYS #**\_\_\_\_\_

**Superintendent of Facility**\_\_\_\_\_

**Deputy Superintendent-Direct**\_\_\_\_\_

**Deputy Superintendent-Programs**\_\_\_\_\_

**Unit Manager Administrator**\_\_\_\_\_

**Housing Unit**\_\_\_\_\_

**Unit Manager**\_\_\_\_\_

**Case Manager** \_\_\_\_\_

**Behavioral Health Worker** \_\_\_\_\_

**Psychology Supervisor**\_\_\_\_\_

**Chaplain's Name**\_\_\_\_\_

**Parole Officer's Name**\_\_\_\_\_

**Grievance Coordinator**\_\_\_\_\_

**Youth Advocate Name**\_\_\_\_\_

**Health Service Administrator**\_\_\_\_\_

**Principal**\_\_\_\_\_

**Guidance Counselor**\_\_\_\_\_

*To be reviewed with a staff member:*



## Youth Orientation Notice of Understanding

**Please read and sign the following:**

I (name) \_\_\_\_\_, received orientation materials including this Orientation Handbook on \_\_\_\_\_ (date):

Please check box:

- ☐ I received information on Youth Legal Rights
- ☐ I received information on Sexual Abuse and Assault.

I have been given the opportunity and have been encouraged to ask questions on materials found in this Youth Orientation Handbook and attachments.

I will tell staff if I have problems reading, understanding or English is not my first language so they can provide assistance.

Youth Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Staff Responsible for Orientation Training: \_\_\_\_\_